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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Office of Procurement and Supply

DATE: 7 July 1952

FROM : Deputy Comptroller

SUBJECT: Processing Obligation Data

REF : Confidential Funds Regulations

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~~CONFIDENTIAL~~

1. There is attached hereto Comptroller Circular #4 which has been published by the Comptroller as an aid and guide to all Offices and Divisions to whom unvouchered funds have been allotted. This publication is specifically designed to provide general criteria for the maintenance of memorandum accounts by each allottee for the purpose of exercising necessary control over funds allotted. Attention is invited to paragraph 15.0(b) of reference wherein it is stated that it is the responsibility of each allottee to prevent the over-obligation or over-expenditure of allotments.

2. This circular is purposefully general in nature but specific procedures relative to obligations and allotments, unique and unusual with this Agency, will be the subjects of subsequent circulars.

3. The contents of the attached circular have been reviewed and concurred in by a steering committee composed of representatives of OPC, OSO, AS(S), Comptroller, Auditor-in-chief, Procurement and Supply Office, Office of Communications and O & M.

4. Any further elaboration on allotment controls or assistance in establishing memorandum accounts and processing obligation data will be rendered by members of the Comptroller's staff upon request.

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